

# Market Range Detail - Real Property Specialist

## Effective Date

July 18, 2005

## Market Range Title Description

Positions in this market range title are involved in County real estate transactions which may include the acquisition of right of way property and/or the acquisition, management and disposal of properties. Positions are assigned to the Department of Transportation or Department of Finance. Typical job duties vary based on assignment and may include: negotiating the terms and compensation of right of way acquisitions, rental agreements/leases, space contracts, acquisition of real estate, and/or intergovernmental agreements; coordinating relocation assistance for displaced owners and tenants; preparing and analyzing real estate documents; interacting with property owners, developers, appraisers, engineers, attorneys, and other organizations regarding real estate transactions; conducting field assessments of properties; enforcing intergovernmental agreements and leases; managing the escrow process until a transaction is closed; resolving disputes with owners, tenants, and agencies; determining estimated costs and budget for property acquisition, property management and relocation expenditures; managing tenant maintenance and repairs in compliance with Arizona Landlord Tenant Act; performing research to determine property value; preparing and interpreting legal descriptions; providing assistance to the County Attorney's office regarding the litigation of condemnation cases; analyzing property title reports, real estate appraisals, and other related real estate documents.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$22.49	\$26.74	\$30.99

## Likely Minimum Qualifications

- Bachelor's degree in real estate, business administration, or related field
- 3 years of experience in real estate, property management, right of way acquisition or related area
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications

## Working Titles

- Property Mgmt Specialist
- Real Property Specialist
- Right of Way Agent

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.